

**ASSISTANT SUPERVISOR OF JAIL
STUDY GUIDE**

A written examination for the class of **ASSISTANT SUPERVISOR OF JAIL** to be administered in **MORGAN CITY** on **SEPTEMBER 9, 2008**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|--|----------------------------------|
| JAIL OPERATIONS MANAGEMENT Knowledge of the principles of effective jail operations management involving organizing, directing, and evaluating departmental operations, and personnel management; and knowledge of the procedures for the management of a jail facility, including applicable laws, booking, jail security, maintenance of facility, and providing for the daily needs of prisoners. | 35.0% |
| MANAGING EQUIPMENT/PROPERTY/SUPPLIES Knowledge of the maintenance of equipment, property, and supplies; and of the procedures used to purchase supplies for a jail. | 10.0% |
| FINANCIAL MANAGEMENT Knowledge of the financial management and planning processes of a public agency, including budget preparation, bookkeeping procedures, and overseeing the expenditures of budgeted funds. | 7.0% |
| RECORDS AND REPORTS Knowledge of effective records-management practices, including preparation, content format, and control; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports. | 10.0% |
| SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline. | 31.0% |

| SUBJECT AREA/KNOWLEDGE | APPROXIMATE % OF EXAM |
|--|--------------------------|
| PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public. | 7.0% |

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

JAIL OFFICER'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 15th printing, 1990.

FIRST/SECOND LINE JAIL SUPERVISOR'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria VA 22314-3490, 1989.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

POLICE ADMINISTRATION, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C. 20002-4201, 5th ed., 2004.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.